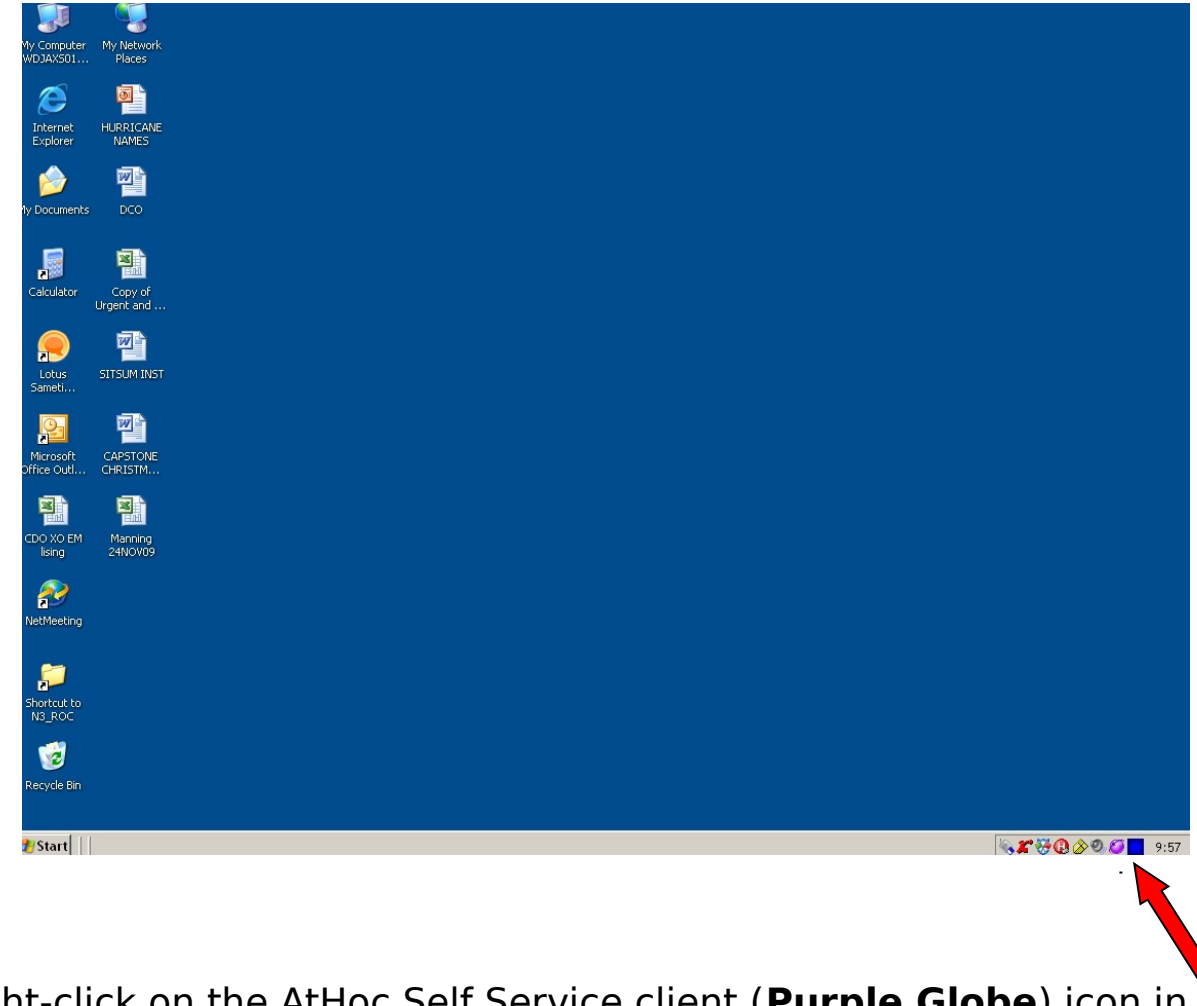
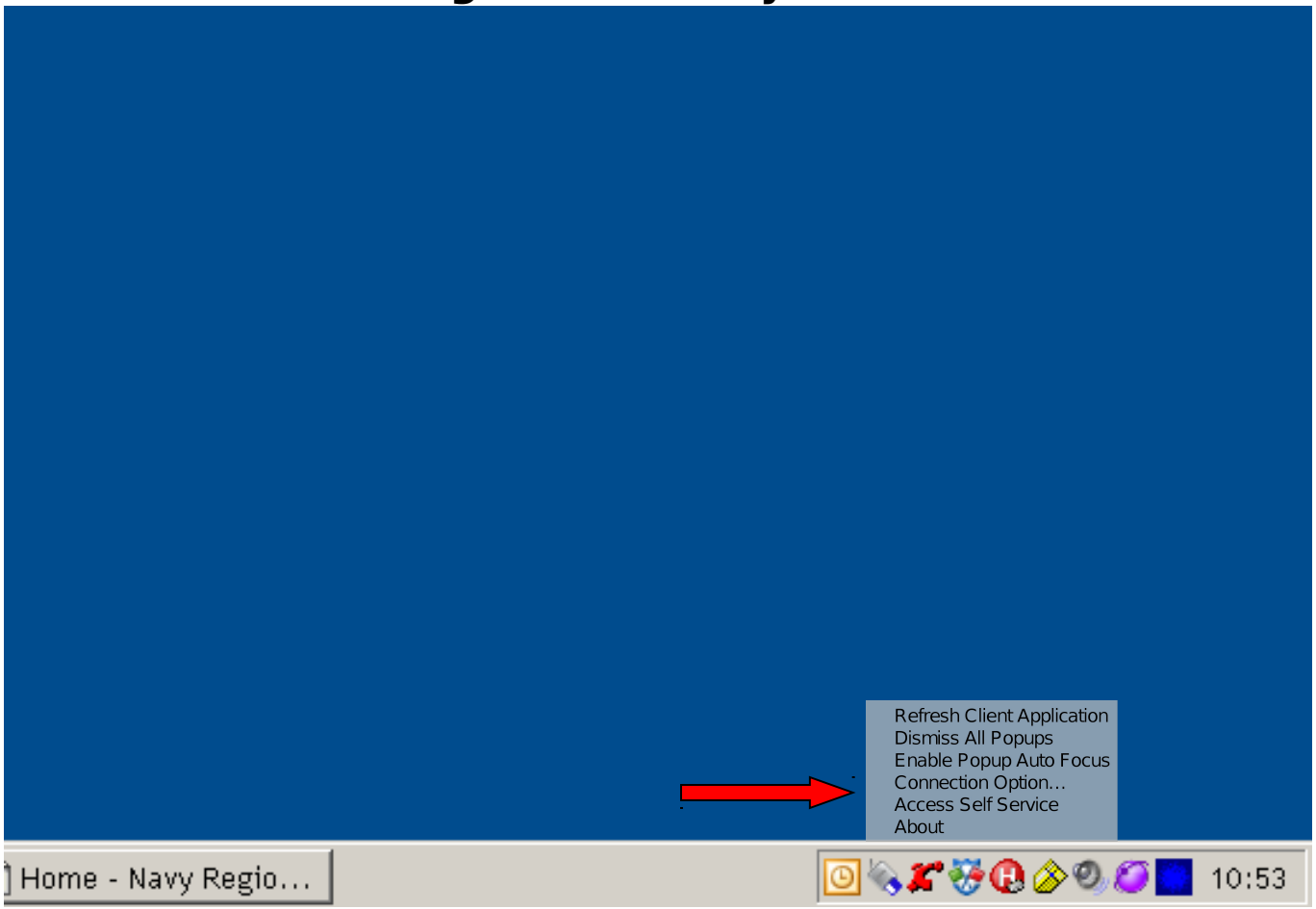
Shore Wide Area Alert Network (WAAN) registration process for using the AtHoc system.



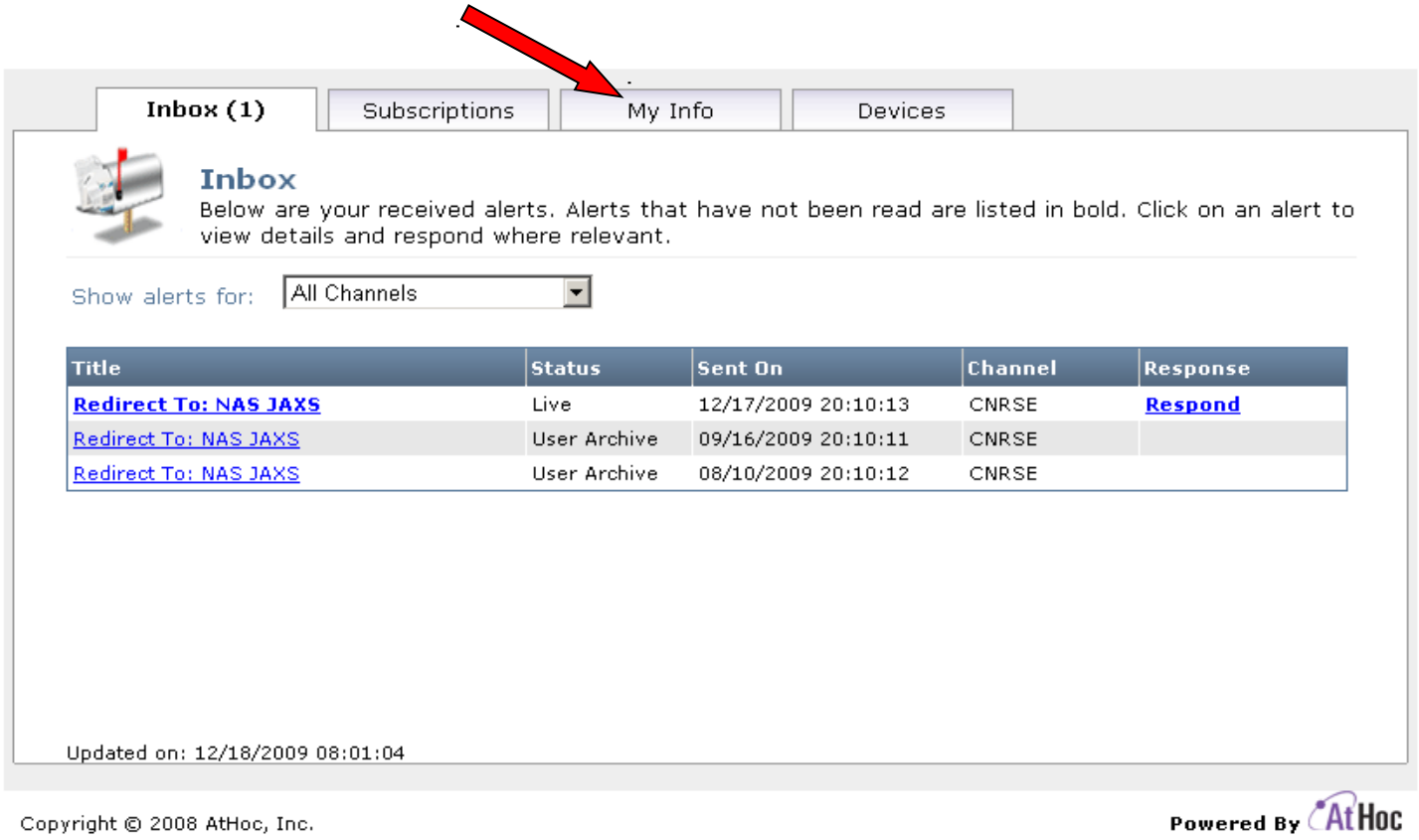
Step 1. Right-click on the AtHoc Self Service client (**Purple Globe**) icon in the users system tray.

Shore Wide Area Alert Network (WAAN) registration process for using the AtHoc system.



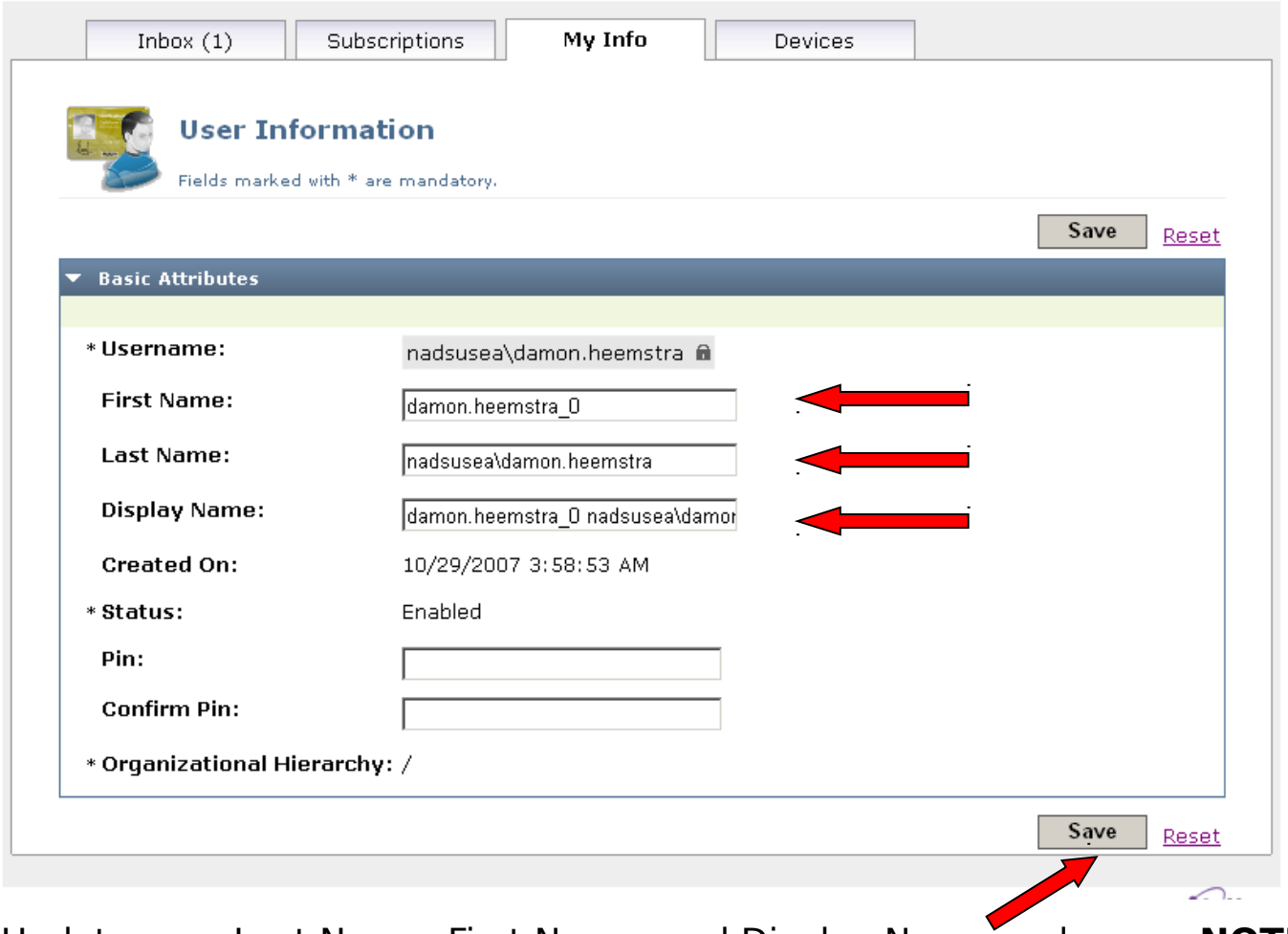
Step 2. Select “Access Self Service” from the pop up menu.

Shore Wide Area Alert Network (WAAN) registration process for using the AtHoc system.



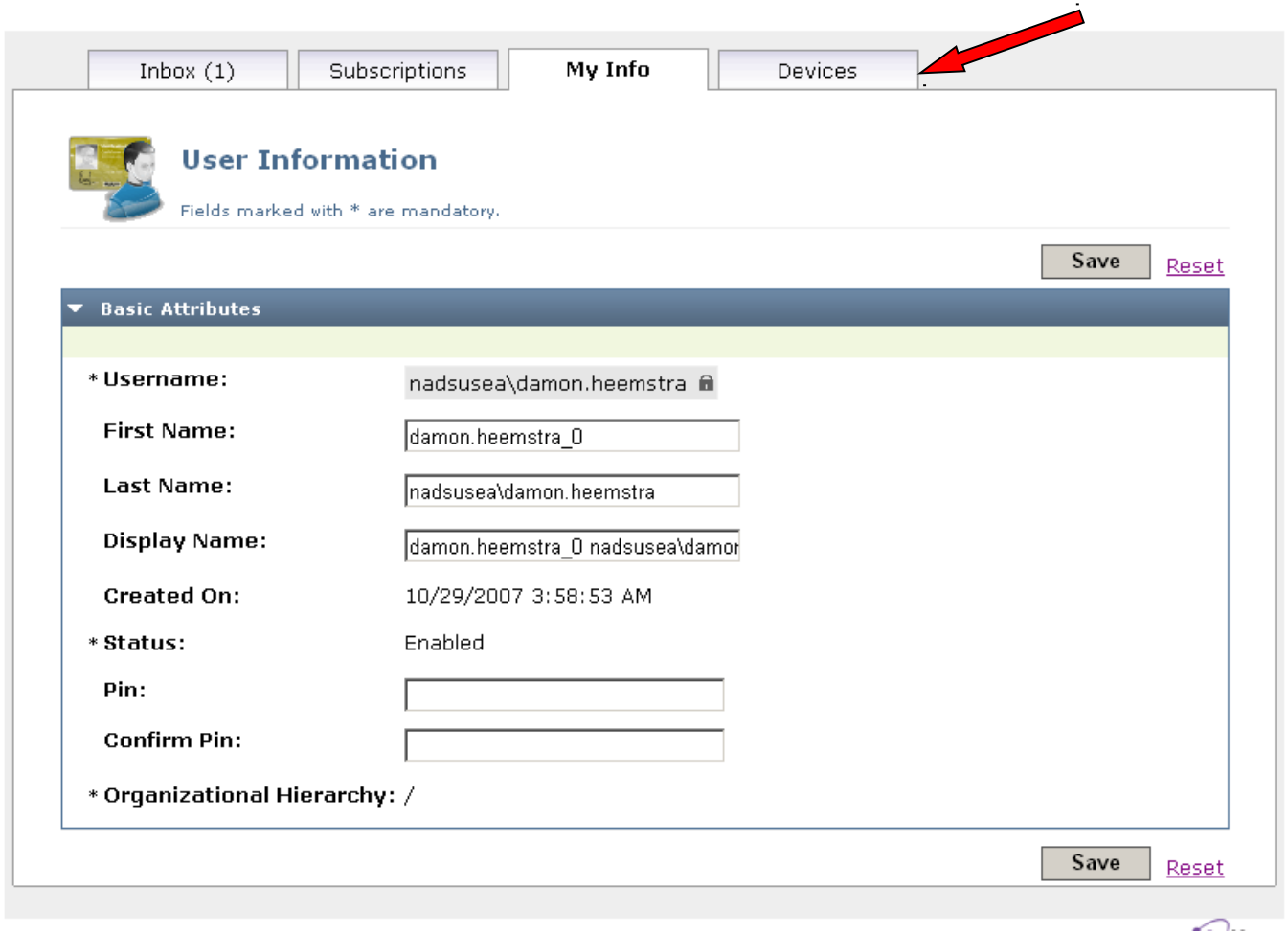
Step 3. The AtHoc Self Service client will open. Select the "**My Info**" tab.

Shore Wide Area Alert Network (WAAN) registration process for using the AtHoc system.



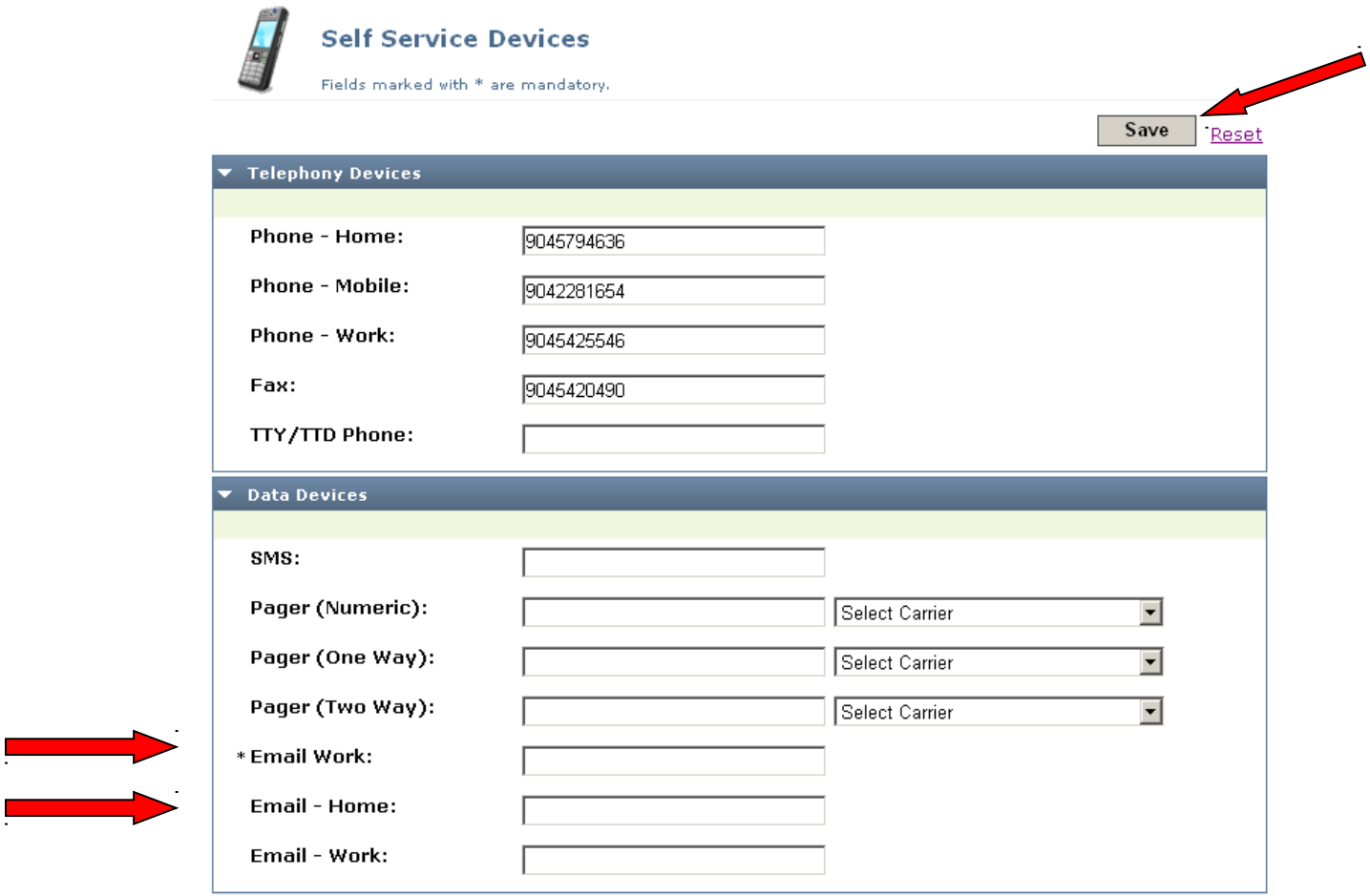
Step 4. Update your Last Name, First Name, and Display Name and save. **NOTE: Do not enter PIN information.**

Shore Wide Area Alert Network (WAAN) registration process for using the AtHoc system.



Step 5. Select the "**Devices**" tab.

Shore Wide Area Alert Network (WAAN) registration process for using the AtHoc system.



Step 6. Enter and verify your contact information in the appropriate fields. Also include your email work and email home. DO NOT put dashes in the phone numbers. Once completed, select the “save”. **This completes the registration process, you can now close this window.**